

ER-5-1718

2 February 1954

MEMORANDUM FOR THE RECORD:

SUBJECT: Ceiling for Records Management Activity

25X1A

On 2 February 1954, [REDACTED] and myself arrived at the following understanding concerning the Records Management Activity.

25X1A

a. [REDACTED] positions are to be transferred to the Management Improvement Staff from the General Services Office.

b. Subsequent to the transfer, the ceiling for this activity will be reduced from [REDACTED] positions.

25X9

c. The 2 positions thus obtained will be transferred to the DD/A reserve.

25X1A

[REDACTED]
Special Assistant to the
Deputy Director (Administration)

25X1A

cc: [REDACTED]

SA/DDA:WHM:hh

Distribution:

✓ 1 cc - DD/A chrono
1 cc - DD/A subject